

**NCDOT Sponsored
Professional Development Hours Request**

Note: This form should be submitted no later than **2 weeks prior** to the seminar/course delivery date to insure return of PDH confirmation letter to course contact for distribution to participants.

* = Required Field

Applicable Profession(s): ☒ Civil Eng ☐ Surveying ☒ Planner or Other:
(Check all that apply)

Course/Seminar/Workshop Title:

Is it a recurring course: ☐ Yes ☒ No

Presented by: ☒ NCDOT ☐ ITRE ☐ NCSU ☐ AASHTO
(Check all that apply) ☒ FHWA ☐ NHI or Other:

Instructor/Presenter

*Name: Unit/Company:
*Phone: *Email:

NCDOT Course Organizer/Contact
(if different from Instructor/Presenter above)

Name: Unit (& Courier Service # if applicable:
Phone: Email:

Course Location

City: Facility:
Date(s): Approx. number of participants:

Course Length

Hours: Days: Proposed PDHs:

(**Subtract** time for all breaks, lunches, introductions, summaries, and unstructured question and answer sessions when calculation PDHs)

Attach the Conference outline/agenda to this form
(Send any course material to Sandy Nance.)

REVIEWED BY: *Sandy Nance* DATE: 1/19/10
APPROVED BY: *[Signature]* DATE: 1/19/10
STATE HIGHWAY ADMINISTRATOR

If you have any questions about this form, please contact Sandy Nance at 919-733-7384.

Once completed email to snance@dot.state.nc.us or mail to Sandy Nance 1536 Mail Service Center